



# **USER MANUAL**

## **DELTA PLATFORM**

### **HELLENIC OPEN UNIVERSITY –**

### **DAISSY RESEARCH GROUP**



Co-funded by the  
Erasmus+ Programme  
of the European Union

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## 1. Acknowledgements

These guidelines were written by Ioannis Kalemis, platform developer of the Digital Excavation through Learning and Training in Archaeology course, from Hellenic Open University, DAISSy Research Group.

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For more information about **DELTA project**, please visit:

<http://www.project-delta.eu/>

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## 1 Introduction


This User Guide aims to be a handy manual for all learners, providing a brief navigation through the DELTA online course environment and describing the steps that the learner needs to follow in order to successfully log into the course platform. Furthermore, the learner will get familiar with the course structure, interactivity and basic functionalities of the platform.

## 2 How to start

In order to start the DELTA online course, the learner needs to first follow the link to the course platform: <https://mooc.cti.gr/delta.html>

Then the **Introductory Page** of the DELTA course appears, as shown in Figure 1. This page is scrollable and includes all necessary information about the course, its objectives and structure.





**DELTA**  
Digital Excavation through  
Learning and Training in Archaeology  
"Digital Excavation" course (MOOC)  
**DELTA**

 Go to course →

**Introduction to the course:**

The DELTA course "Digital Excavation" is a blended course, delivered via the online platform, as well as with face to face and on-site learning.

The online part of the course will be delivered through the MOOC platform. The **Online** course is open to all, while the **Blended** course is only for the students of archaeology studying in the Universities/ partners of DELTA consortium.

After the course, selected students from each partner University with their Professor/educator will be given the opportunity to be trained and work together in multinational groups in a **joint excavation** (Intensive Study Programme-ISP), in the historical site of Marathon, Greece, so as to benefit from knowledge and skills exchange.

The DELTA course is structured in 4 main Modules:

- M1. Digital Tools for Archaeological Practice/excavation;
- M2. Documentation in situ and after excavation;
- M3. Digital Preservation of cultural heritage monuments and artifacts (3D representation and reconstruction);
- M4. Open-Air Museums and Experimental Archaeology (presentation and interpretation of research results and knowledge to wide public).

The course "Digital Excavation" offers an advanced training for the students of Archaeology as well as Archaeologists and Professionals in Culture Heritage in order to acquire essential knowledge, digital competences and 21st century skills. In this regard, the learners shall develop knowledge and skills in the following areas:

- ✓ Knowing and applying digital strategies and tools for archaeological work and excavation;
- ✓ Planning a fieldwork using available online data sources;
- ✓ Learning about digital documentation;
- ✓ Applying digital tools for documenting archaeological data;
- ✓ Adopting databases and GIS for the analysis and interpretation of archaeological data;
- ✓ Enabling themselves in visualizing digital data;
- ✓ Knowing about the virtual technologies applied in the preservation of sites and monuments;
- ✓ Being familiar with policies and best practices in the context of Cultural Heritage and Public Archaeology;
- ✓ Community building, participating and interacting with peers in an online environment.

**Who is this course for?**

The **DELTA Blended course** addresses:

- ✓ the University students of Archaeology who follow undergraduate and postgraduate studies in one of the project countries:
  - the Department of History and Archaeology of the National and Kapodistrian University of Athens (**Greece**),
  - the Department of European and Mediterranean Cultures: Architecture, Environment, Cultural Heritage (DiCEM) of the University of Basilicata (**Italy**),
  - Department of Archaeology and Museology of the Masaryk University (**Czech Republic**).

The **DELTA Online course** addresses:

- ✓ Students of other Universities;
- ✓ Graduates who wish to advance their knowledge and be competent in the field of Digital Excavation.
- ✓ Active professionals of the relevant fields of Archaeology and Cultural Heritage Management.

Figure 1: The Introductory Page of the course

## 2.1 Structure of a Course

The DELTA course is divided in 4 Modules:

Module 1 - Digital Tools for Archaeological Practice/Excavation

Module 2 – Documentation in situ and after excavation

Module 3 – Digital preservation and presentation of cultural heritage monuments and artifacts

Module 4 - Open-Air Museums and Experimental Archaeology

Each Module is divided in four to five different Units. Each Unit contains the introductory videos with transcript and the learning material such as videos, scientific papers, further reading, fora etc.

Furthermore, after completing all Units in each Module [End of Unit], the learner is able to self – assess his knowledge by taking the assessment activities at the end. It needs the learner to respond to questions like multiple choice questions and True/ False questions so to complete successfully the specific Module.

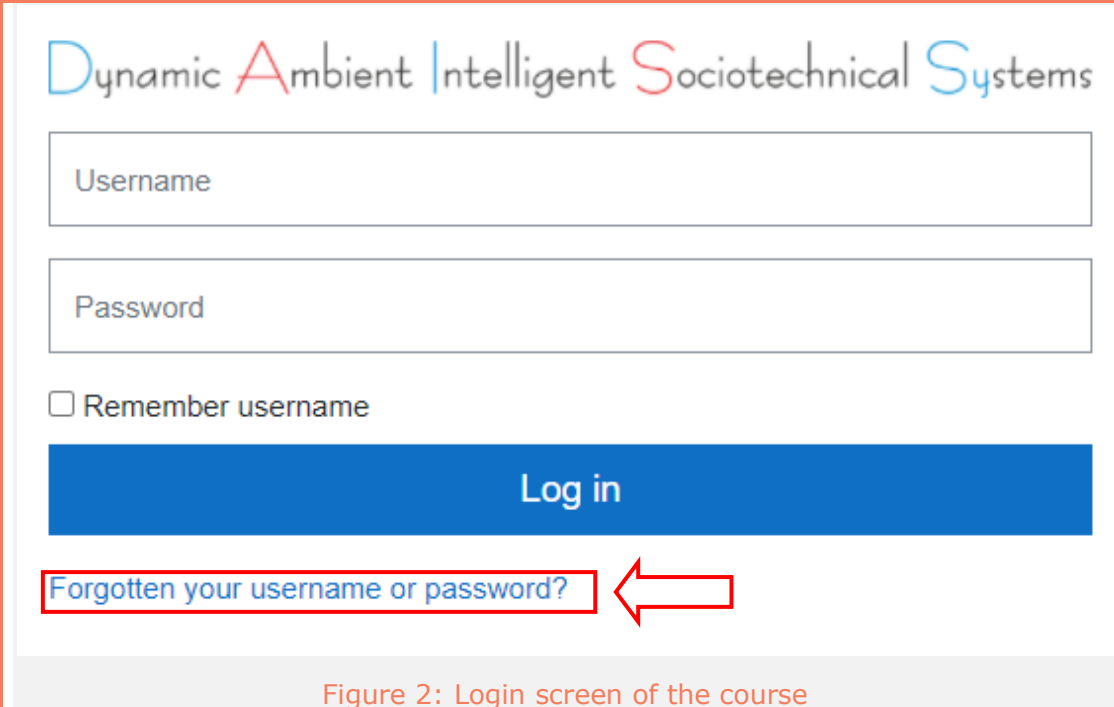
The **Online Course** includes self-assessment with quizzes like closed end questions. The **Blended Course [online and face to face activities/ web meetings]** includes practical activities.

Upon completion of the DELTA course and succeeding in the 80% of both learning material and of graded activities (quizzes) of all Modules, learners will be able to achieve the Certificate of Completion and Open Badges, through the online platform.

## 2.2 Login to the course

Before this stage, the learner must have already been registered to the course and received login credentials from the course administrator (Hellenic Open University).

In order to login, the learner has to click either the interactive title of the DELTA course "Digital Excavation" course (MOOC) or the "**Go to course**" button on the Introductory Page (Figure 1). Then they have to enter their credentials (Username and Password) in the web form, as shown in Figure 2.



Dynamic Ambient Intelligent Sociotechnical Systems

Username

Password

☐ Remember username

Log in

[Forgotten your username or password?](#)

Figure 2: Login screen of the course

If the user needs a new temporary password, or has to change their username, then s/he should click the link "Forgotten your username or password?" in order to receive automated email with instructions.



## 2.3 The MOOCs main view

After logging in the lesson, the user sees the following picture (Figure 3):

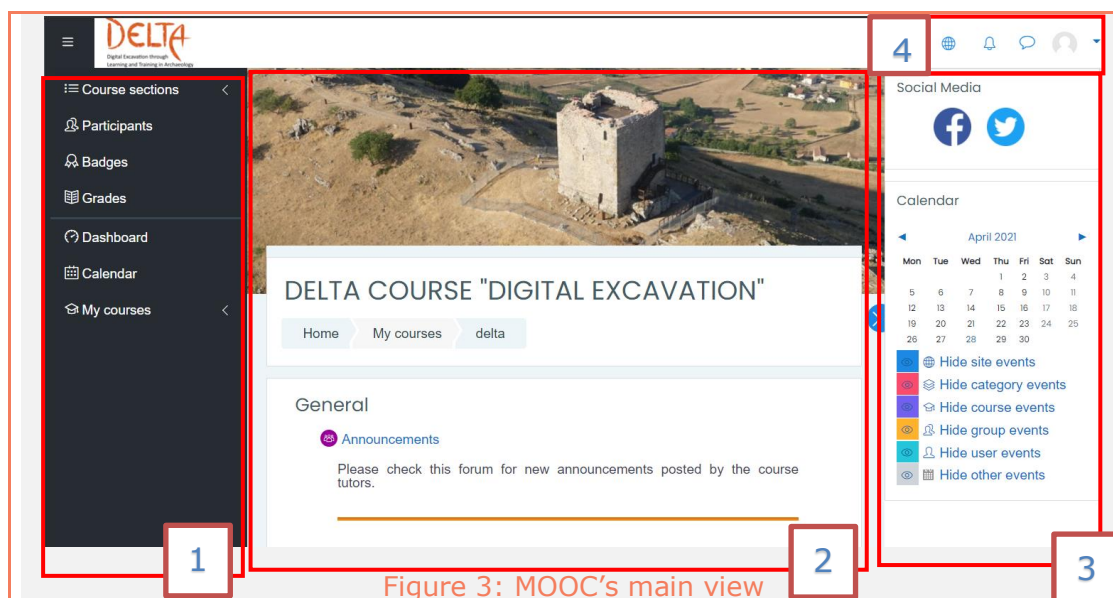


Figure 3: MOOC's main view

On left side (1) is the DELTA course bar, where the user can find the **Participants** of the course, the **Badges** that s/he has received and the **Grades** of the various activities of the course. If the user has joined other courses through this server then s/he can use the **My courses** to see a list of those courses or go to the **Dashboard** to have an overview.

In the middle (2) is the course overview and material page which is explained on the next paragraphs.

On the right side (3), there is a dynamic bar with options that relate to the current page [Home page of DELTA course]. In the main page the user can access directly to the **social media** of the project [Facebook and Twitter] and be informed on the **Calendar** events (if any) and important dates. The Calendar events are associated mostly with graded activities/ quizzes that are ending or even to activities added by the Tutor.



Finally, on the top right corner (4) the user can see the user taskbar where s/he can find language options, notifications, chats and user preferences.

## 2.4 The Course Overview page

Once logged in, the learner sees the Main Page of the course, or else, the Course Overview (Figure 4). This page includes:

- The "**Course Announcements**" which is a General forum for tutors to post announcements related to the course. Learners are allowed only to view these posts and cannot unsubscribe from this forum.
- Interactive images that lead to specific sections. The Introduction includes the description of the project and the User manual [downloadable in English] in order the user to easily navigate in the Platform.
- The images also lead to the four main Modules of the DELTA course. Each Module will open progressively in the Platform in specific dates

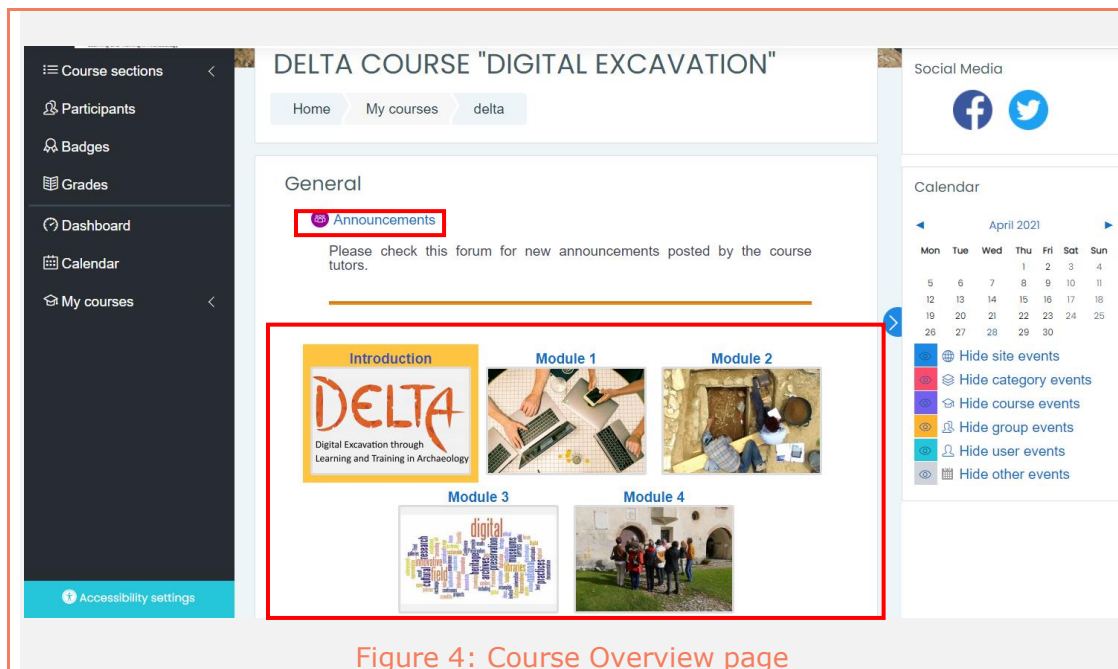


Figure 4: Course Overview page

By clicking the specific Module (e.g. Module 1) the user is transferred to the page of that module. Each Module opens one by one, starting with Module 1.

Module 1 is entitled “Digital Tools for Archaeological Practice/Excavation” (Figure 5).

The Module’s Page provides:

- Module’s introductory video;
- Description;
- What you will learn;
- Knowledge domain;
- Learning objectives;
- Tutors of the Module;
- The Module’s 4 Units.

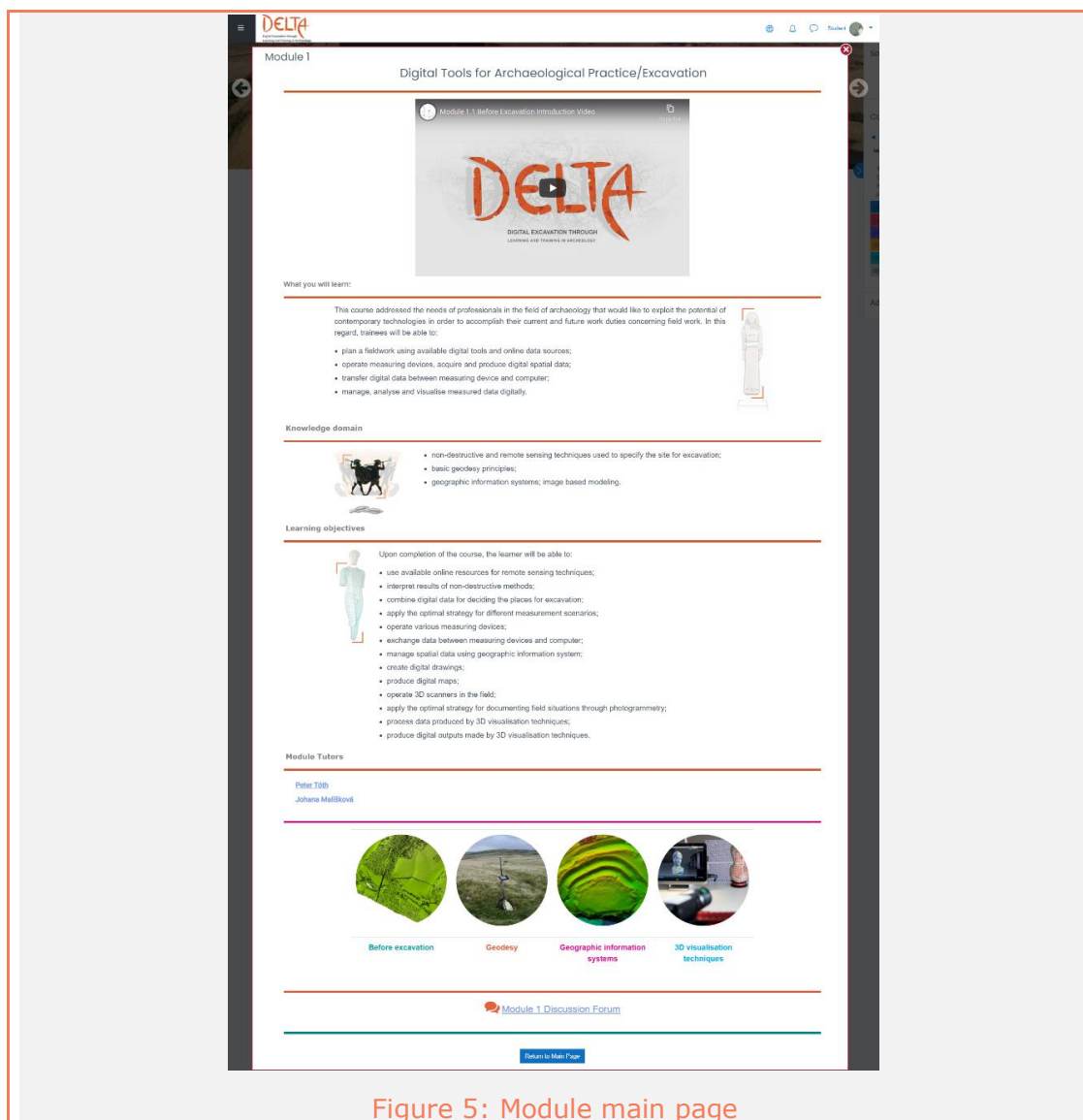


Figure 5: Module main page



Each Unit has an image and a title. By clicking on the **Unit's image** the user is led to the page of the selected Unit.

This Unit's page provides (Figure 6):

- An Introductory Video about the unit;
- What the unit covers;
- Unit's Educational Strategy;
- The Learning Outcomes;
- Key – words;
- Link to the Unit's Forum;
- Link to the Unit's learning Material;
- Link to the Unit's assessment objects (quizzes).



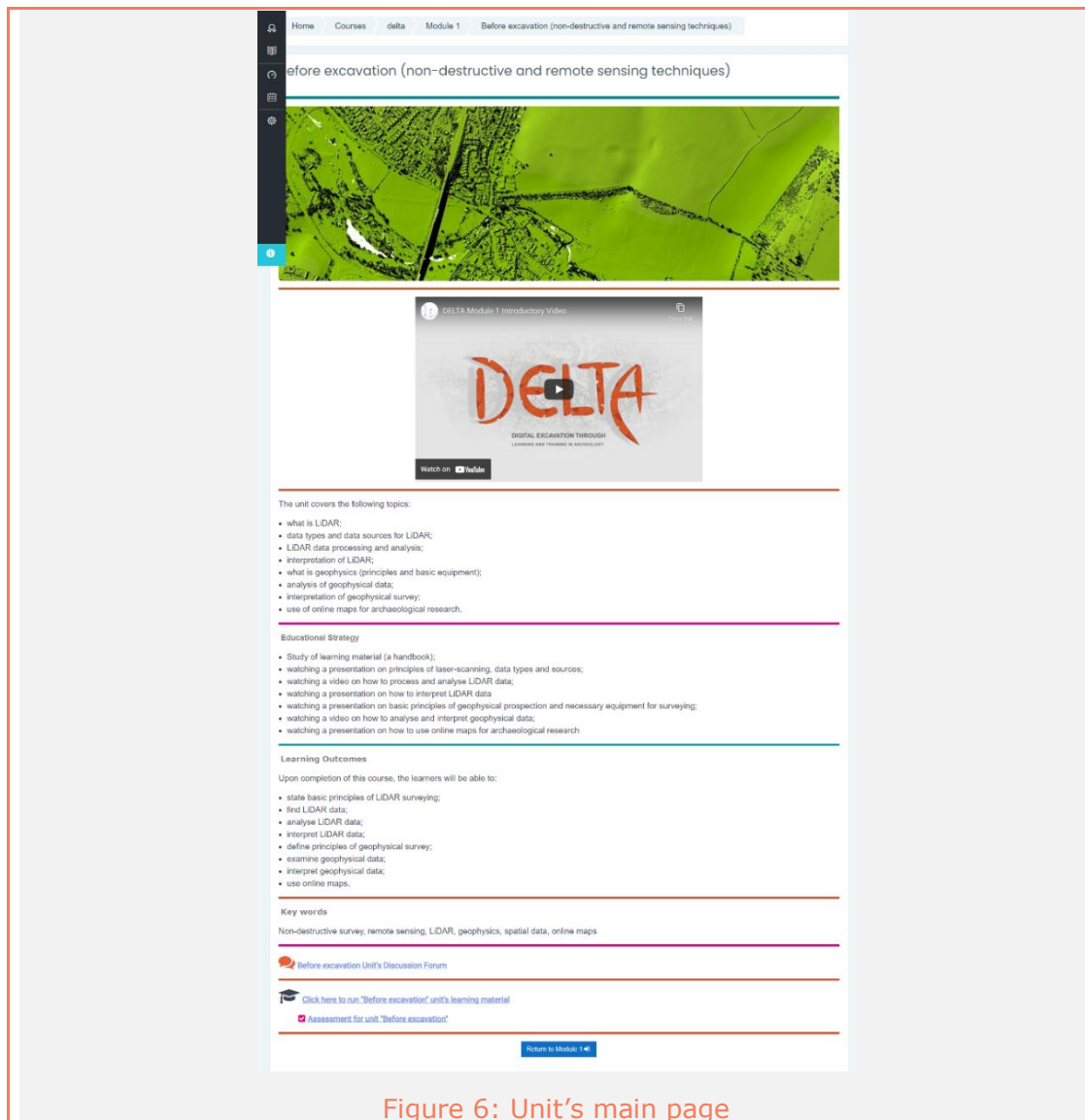


Figure 6: Unit's main page

The learner is able to watch the introductory videos with English subtitles [are the default subs]. If the learner wants to change the language of the subtitle to another language (Greek, Italian or Portuguese) then she/he has to go on the video click on the gear and select from Subtitles/CC one of the available options (Figure 7).

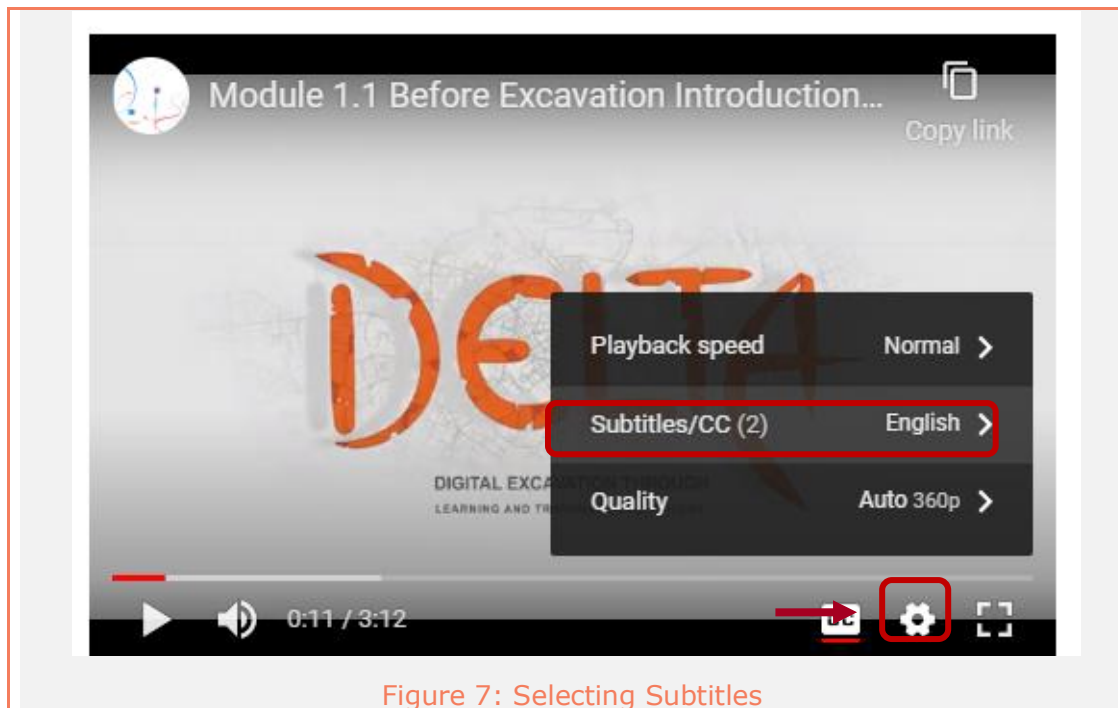


Figure 7: Selecting Subtitles

## 2.5 The Unit's learning material

In Unit in the "Click here to run Before excavation Unit's learning material" consists of the main learning material that is mandatory to read and/or watch.

Each Unit has its own Students' Handbook, which is a downloadable material in English, for all learners to read (Figure 8).

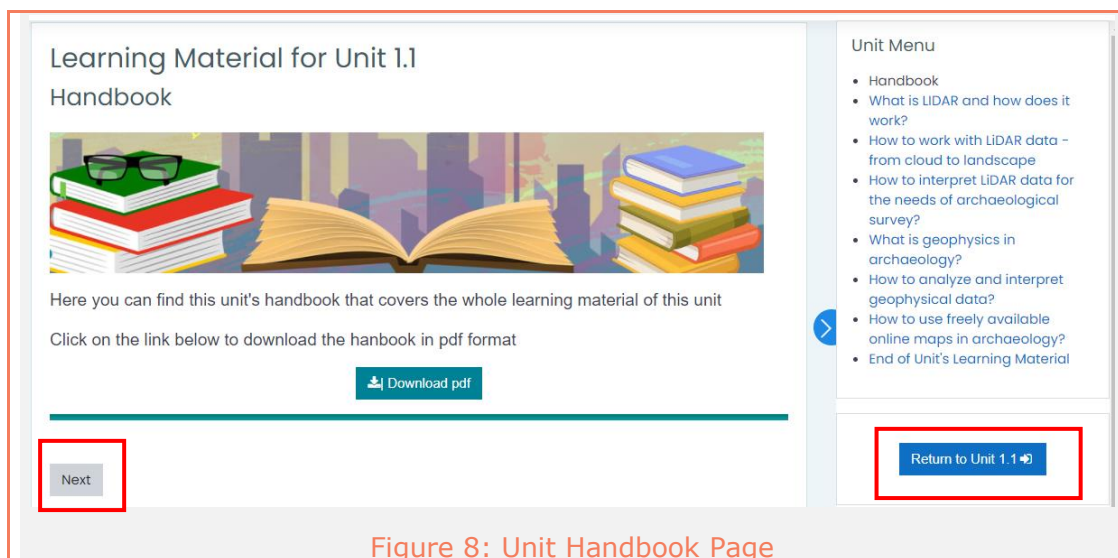


Figure 8: Unit Handbook Page



- The main Lesson menu offers interactive links to all learning materials of the Unit, allowing the learner to navigate directly to a particular material.
- Under the **Unit menu** is a button that returns the learner to the main unit's page
- The navigation buttons "**Next**" and "**Previous**", facilitate the navigation to the next or previous learning material. It is important to use the navigation buttons to successively go through the learning materials. In this way, the learner's progress is recorded in the platform.

## Learning Material

**Each Unit includes the core learning material, which can be a video, a pdf and/ or a presentation.**

- In case of a video, the transcript of the video is embedded under the video (Figure 9). By clicking the "**Download the transcript**" button the transcript can be downloaded and saved as a "pdf" file in learner's computer.



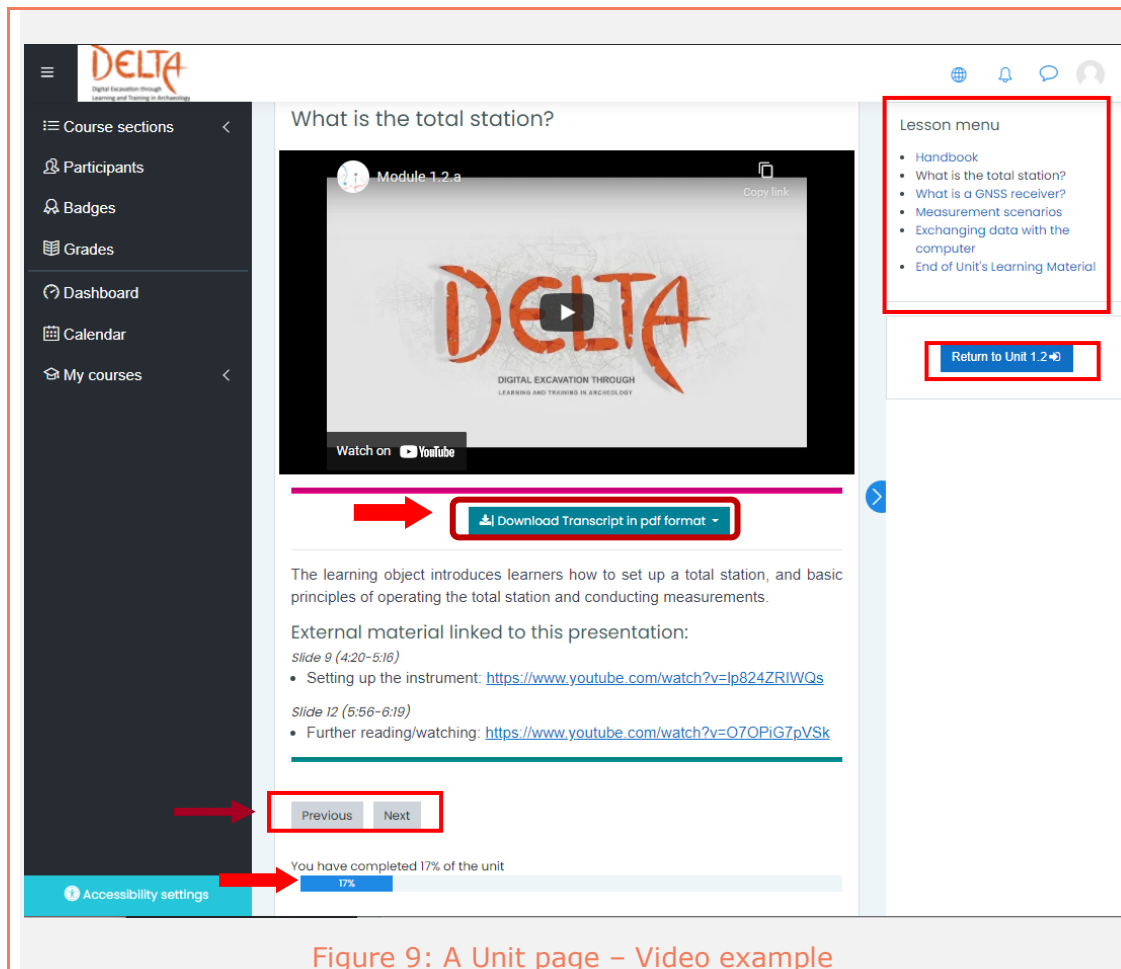
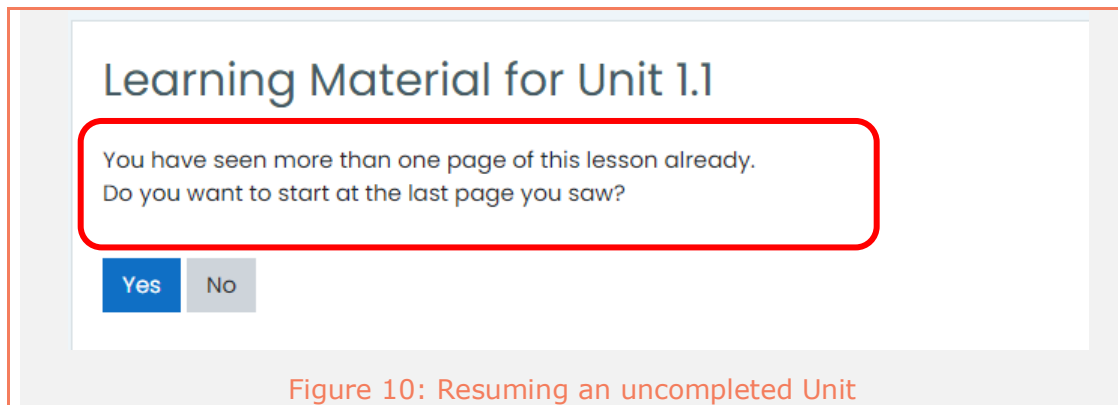


Figure 9: A Unit page – Video example

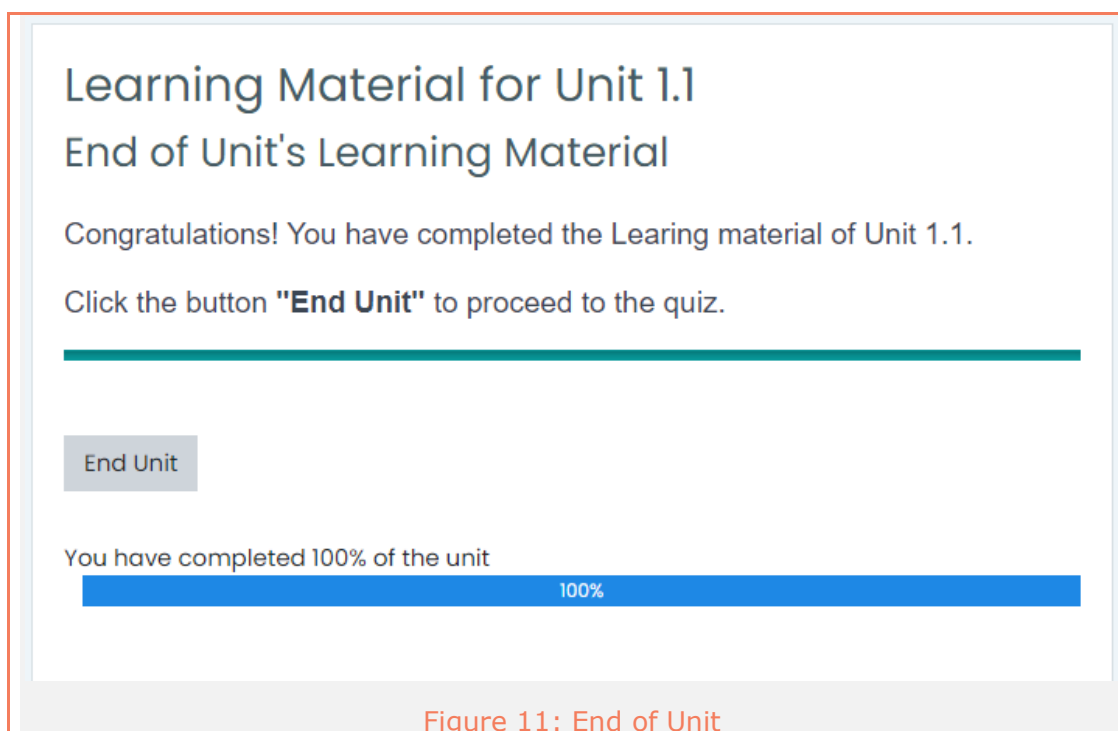
The **blue progress bar** indicates the percentage of completion of the learning material as is pointed in Figure 9. The learner must go through all learning materials of a Unit in order to complete the Unit and proceed to the next one. In the case the user completed the learning material in all Units, then the progress bar indicator is 100%.

When the learner leaves a Unit uncompleted and re-enters to the Module, the platform offers him/her the option to resume from the page that s/he has stopped (Figure 10).





Reaching the end of each Unit, the learner **must click** the button "End Unit" (Figure 11) to proceed. **This is important so that the learner should be able to proceed with the unit's assessment!**



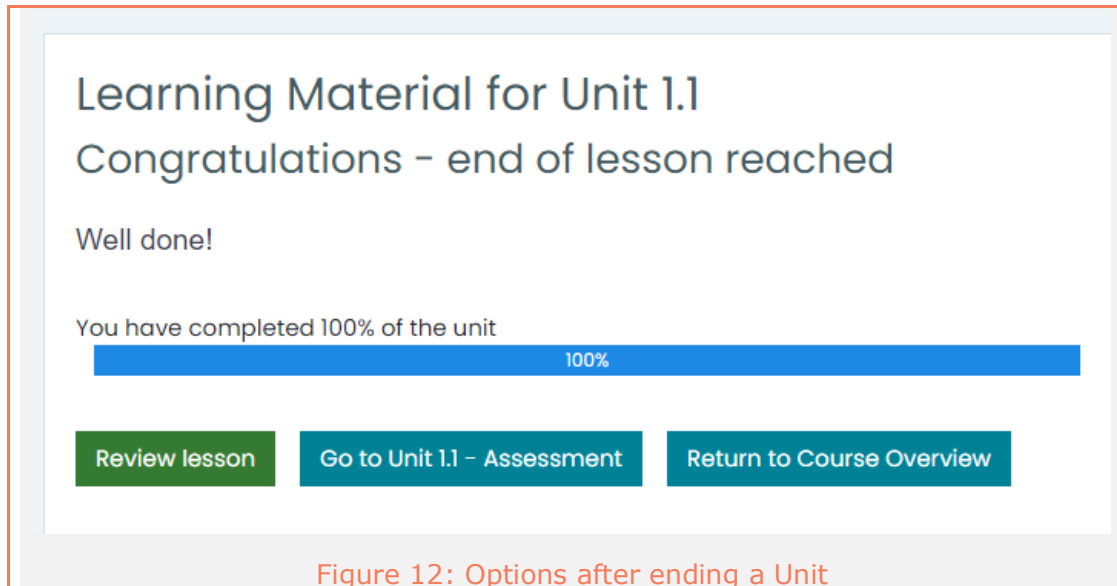
After ending a Unit, there are buttons that offer the following options, as shown in Figure 12:

- i) Review the lesson, so to access the whole Unit

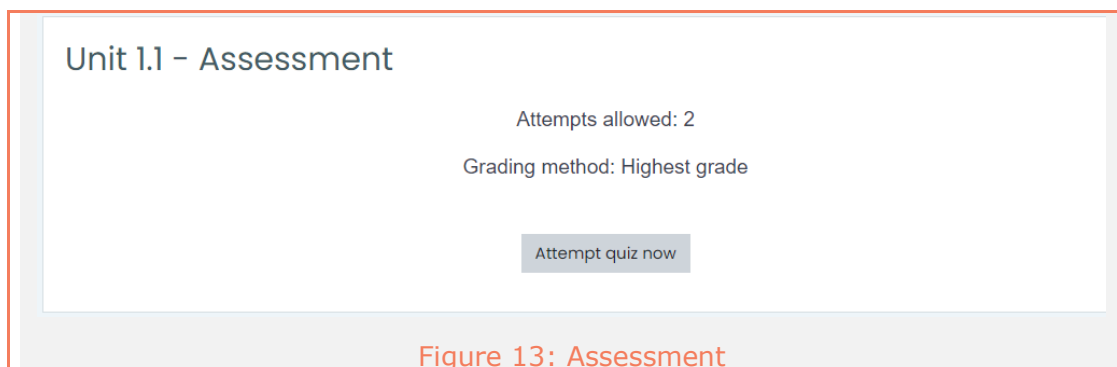


ii) Go to Module's assessment page

iii) Return to Course Overview

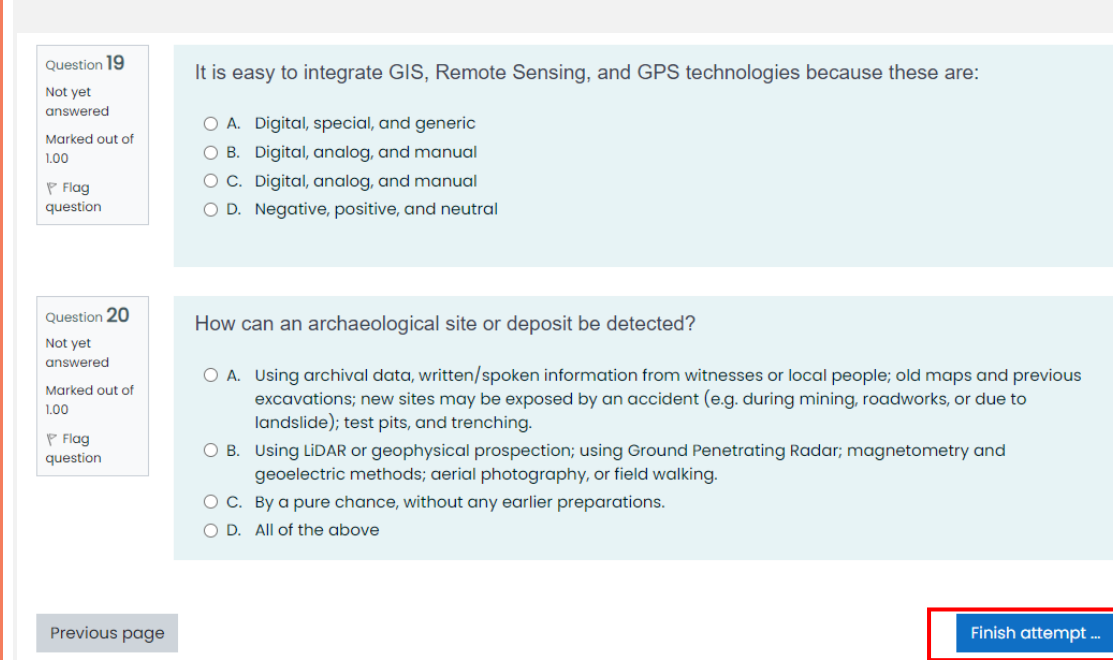


If you select to go to the Assessment, you shall be guided to the respective page. Click "Attempt the quiz now" so to start the Assessment (Figure 13).



Leaners can take each assessment/ question two times (maximum). To proceed, you must click on the "**Attempt quiz now**". After replying to each assessment object, please click "Next page". At the

end of the assessment questions, you must click on “**Finish attempt ...**” (Figure 14).



The screenshot shows a quiz interface with two questions. Question 19 asks about integrating GIS, Remote Sensing, and GPS technologies. Question 20 asks how an archaeological site or deposit can be detected. Both questions have four multiple-choice options. At the bottom right, there is a blue button labeled 'Finish attempt ...' which is highlighted with a red box. A 'Previous page' button is visible at the bottom left.

**Question 19**  
Not yet answered  
Marked out of 1.00  
Flag question

It is easy to integrate GIS, Remote Sensing, and GPS technologies because these are:

- ☐ A. Digital, special, and generic
- ☐ B. Digital, analog, and manual
- ☐ C. Digital, analog, and manual
- ☐ D. Negative, positive, and neutral

**Question 20**  
Not yet answered  
Marked out of 1.00  
Flag question

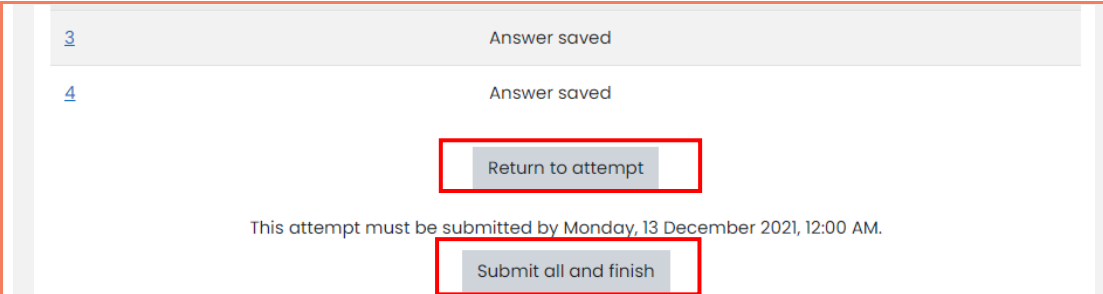
How can an archaeological site or deposit be detected?

- ☐ A. Using archival data, written/spoken information from witnesses or local people; old maps and previous excavations; new sites may be exposed by an accident (e.g. during mining, roadworks, or due to landslide); test pits, and trenching.
- ☐ B. Using LiDAR or geophysical prospection; using Ground Penetrating Radar; magnetometry and geoelectric methods; aerial photography, or field walking.
- ☐ C. By a pure chance, without any earlier preparations.
- ☐ D. All of the above

Previous page Finish attempt ...

Figure 14: Assessment object page

At this step, learners may go back to change an answer that gave by clicking the “Return to attempt”. In case learners select the “Submit all and finish” then learners can proceed to the next page where they see their results (Figure 15).



The screenshot shows the end of the assessment page. It displays two questions with their status as 'Answer saved'. Below the questions, there are two buttons: 'Return to attempt' and 'Submit all and finish', both highlighted with red boxes. A message states: 'This attempt must be submitted by Monday, 13 December 2021, 12:00 AM.'

3 Answer saved

4 Answer saved

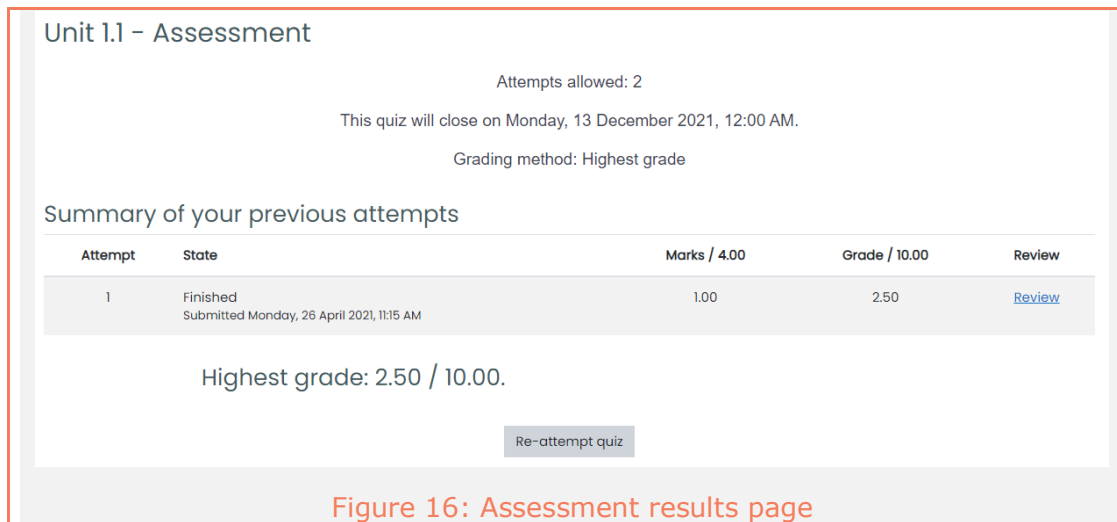
Return to attempt

This attempt must be submitted by Monday, 13 December 2021, 12:00 AM.

Submit all and finish

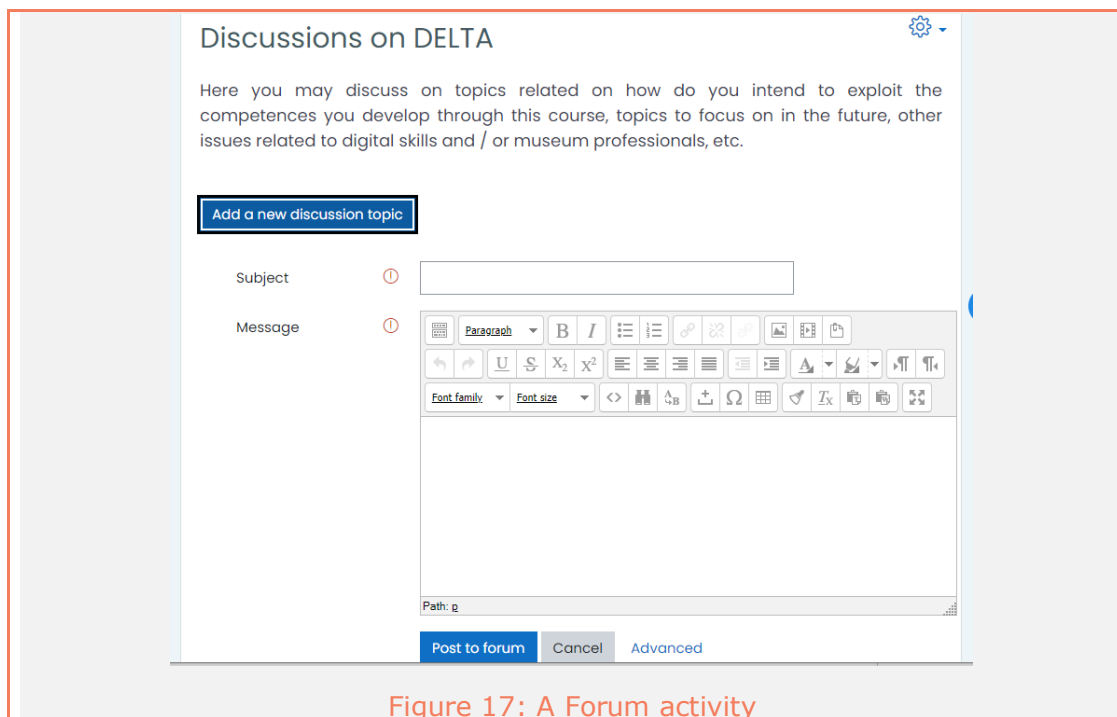
Figure 15: End of Assessment object page

The learner can re-attempt the quiz in the case that s/he wants to upgrade the achieved grade. The platform will keep the highest grade as final. For each quiz the user can have two attempts (Figure 16).



### 3 Forum activities

The Forum activities are discussions in which Tutors add topics for discussion and learners may reply Figure 17. Only Tutors can create / add a new discussion topic!



Learners who are interested in receiving notifications of New forum posts through email, should “Subscribe to this Forum” (Figure 18).

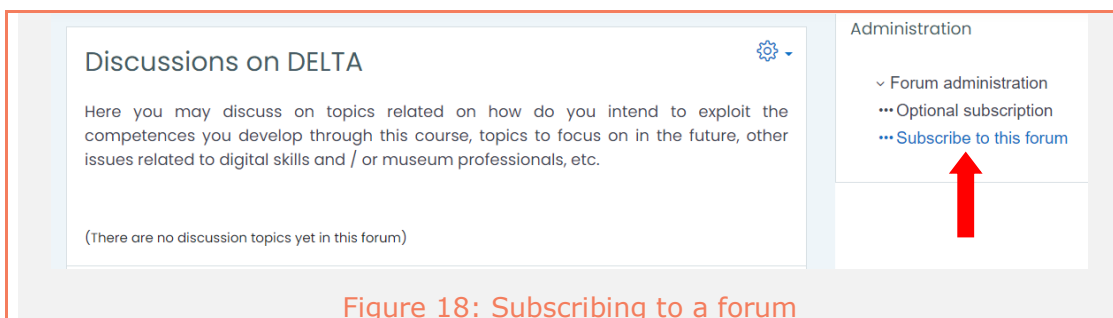


Figure 18: Subscribing to a forum

At any time during the course, learners can opt out and unsubscribe from a Forum, to discard notifications. Nevertheless, in that case, their access to a forum is still accepted.

On the contrary to above, all learners will receive notifications that derive from the General "Course Announcements" forum.

### 3.1 How to reply in a Forum discussion

By clicking the title of a discussion the discussion page opens (Figure 19). To participate into a discussion topic, the learner must click the "Reply".

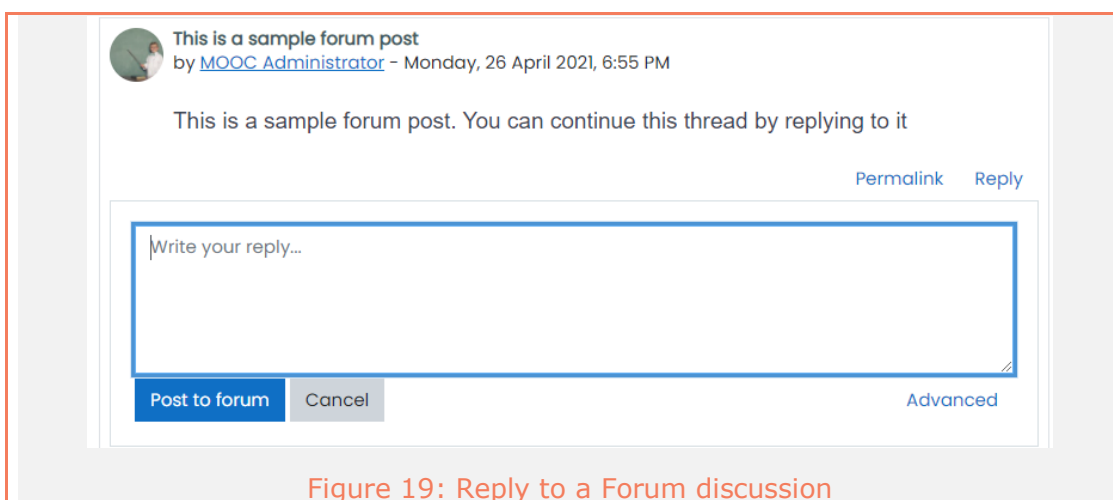


Figure 19: Reply to a Forum discussion

The learner can write and/ or edit the reply. Attachment of files like documents, images, short videos is also an option by clicking the "**Advanced**" link in the right bottom corner. Then by clicking the "Post to forum" button, at the bottom of this page, the message is posted (Figure 20).

▼ [Collapse all](#)






▼ [Your reply](#)

Subject


Re: This is a sample forum post

Message


Paragraph

**B** **I**     

Path: p

☒ Discussion subscription 

Attachment

 Files

You can drag and drop files here to add them.

Maximum file size: 500KB, maximum number of files: 9

Post to forum

Cancel

Figure 20: Post a message in the Forum

### 3.2 How to control notifications from Forums

All learners and Tutors, subscribed in a Forum, they receive a notification every time someone, either Tutor or student, is posting a new message. In order to receive a daily digest of all posts rather than a notification for every single one, follow the steps described below:

1. Click on the top right corner of the screen, where your name (and picture) appear. A menu will drop down (Figure 21);
2. Select the "Preferences";

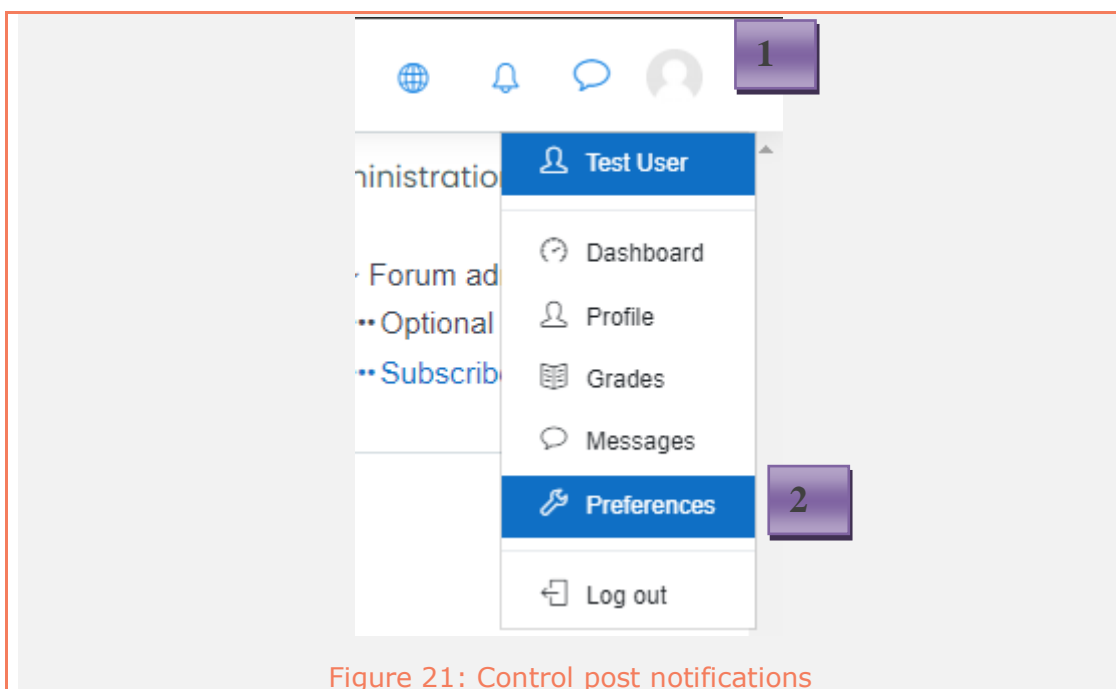


Figure 21: Control post notifications

3. All preferences options will appear on your screen
4. Click on "Forum preferences" in the column User account (Figure 22);

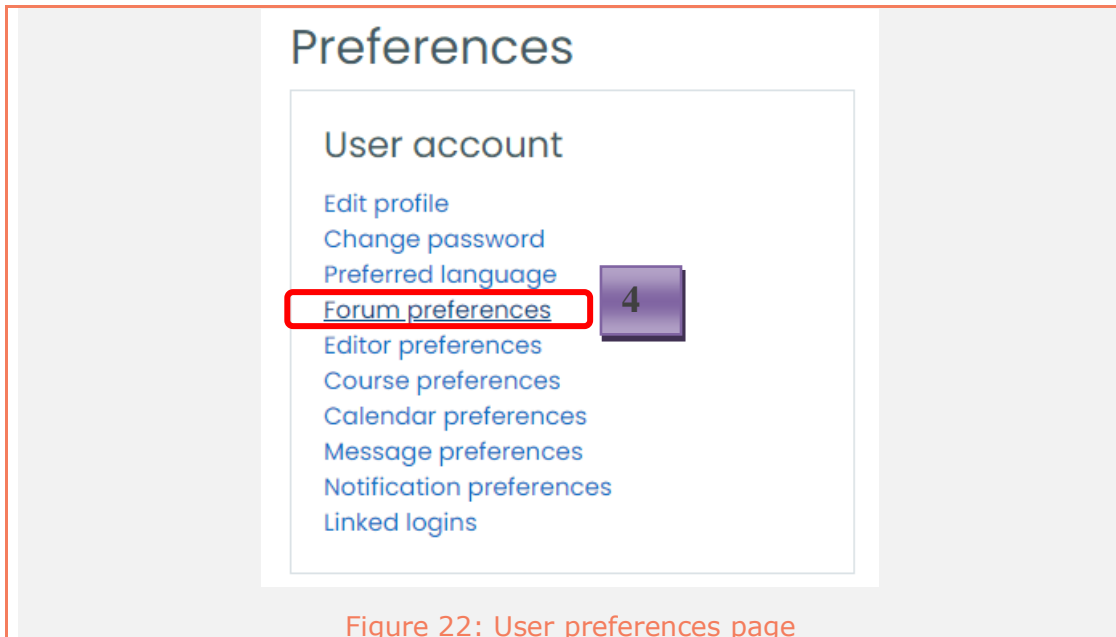


Figure 22: User preferences page

5. The Forum preferences page will appear (Figure 23);

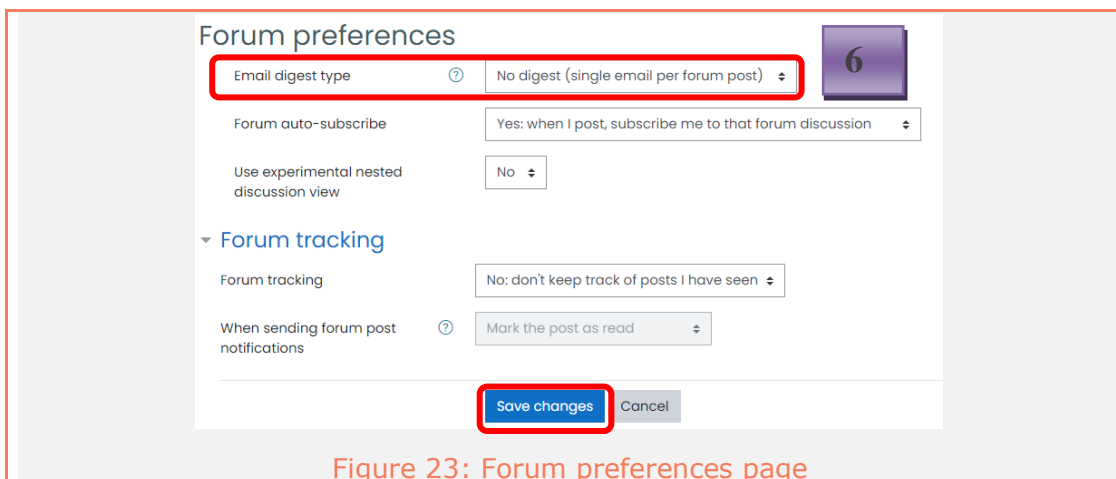


Figure 23: Forum preferences page

6. Select from the "Email digest type" drop down menu, the kind of digest you want to receive and then "Save changes" If you don't want to miss a message then select "No Digest". Else select daily digest to get a daily review from all forums



## 4 Private communication

Tutors and learners can send and receive private direct messages via the course platform. Messages will be received via email if the recipient is offline.

User can create a private message by clicking the message icon shown in Profile. Then the user can search for the recipient by name, s/he writes the message and clicks "Send" (Figure 24).

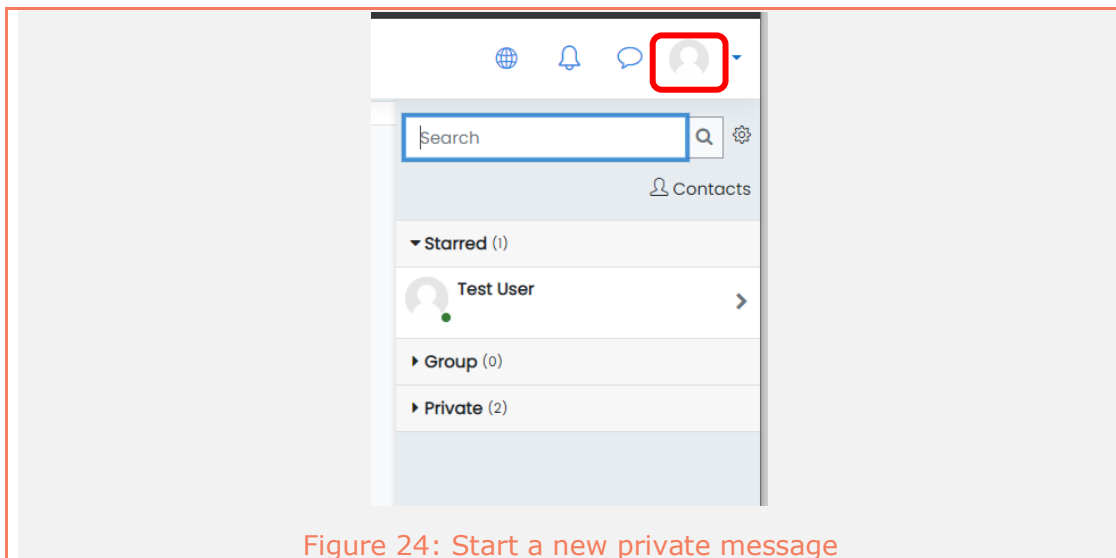


Figure 24: Start a new private message

Alternatively, the user can see the participants list from the course section in the left sidebar and selects the user/recipient/ colleague/ peer that wants to chat with (Figure 25, Figure 26).

The screenshot shows a course management interface. At the top, a sidebar menu is open, with 'Participants' highlighted in a red box. A red arrow points from 'Participants' to a user list below. In the list, 'Test Student' is highlighted in a red box. Another red arrow points from 'Test Student' to the user's profile page. On the profile page, the 'Send message' button is highlighted in a red box.

**Course sections**

- Participants**
- Badges
- Grades
- Dashboard
- Calendar
- My courses

User	Role	Groups	Status
<a href="#">Test Student</a>	Student	No groups	Never
<a href="#">Test User</a>	Student	No groups	now

**Test Student**

Message Add to contacts

**Send message**

Add contact

**Details**

**Test Student**

Message Add to contacts

**User details**

**Email address**  
test@test.com

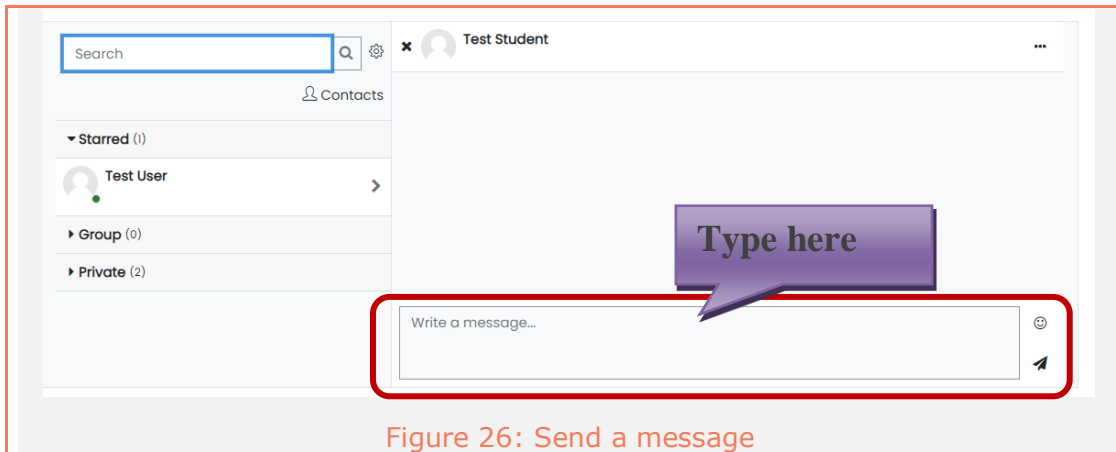
**Metadata**

**Course details**

**Miscellaneous**

- Full profile
- View all blog entries
- My certificates
- Forum posts
- Forum discussions

Figure 25: Finding a user to send a message

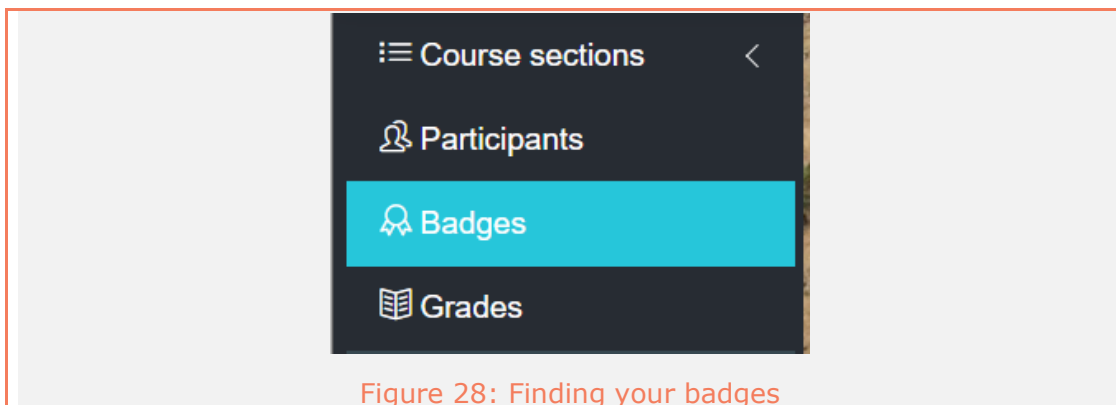


## 5 Badges and Certification

Badges are mini rewards that the learner will receive upon successfully completing each module (Figure 27).



The set of badges that the learner has received from the course can be found in the left sidebar by selecting the option "Badges" (Figure 28)



In order to receive an open badge, the user must have completed all the unit's assessments (quizzes) with an average score of 80%. At this point, a message will appear under the discussion forum, informing the learner that s/he is eligible for the badge.

For claiming the badge the user must tick the box on the top right corner of the message as is pointed with the arrow in Figure 29.

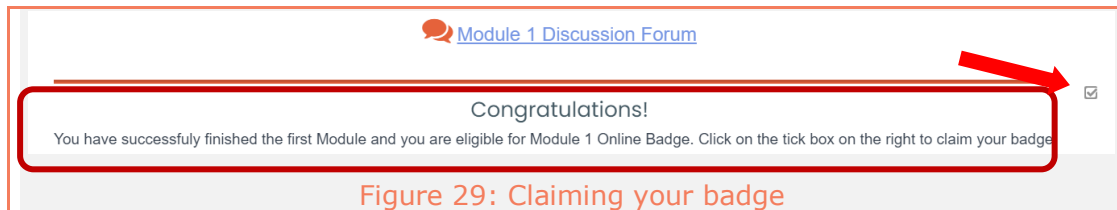


Figure 29: Claiming your badge

At the end of the course, if the user has successfully completed all Modules, s/he will receive a final badge as well as a certification of completion. Both Final Open badge and Certification will be available for claim at the main page under the "Announcements" forum.

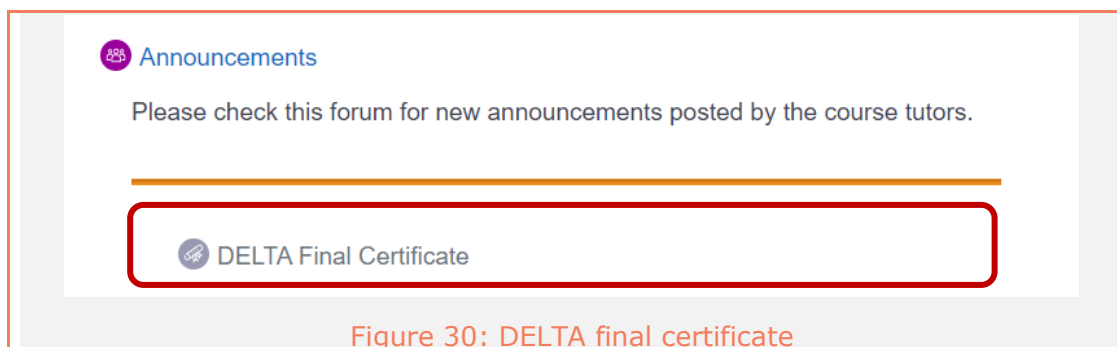


Figure 30: DELTA final certificate

We are here to support you in your educational endeavors in any way possible.

For **technical support**, you can contact us [by sending email with the subject "**DELTA course**"] at: [mooc@daissy.eap.gr](mailto:mooc@daissy.eap.gr)

For any other questions, you can contact us [by sending email with the subject "**DELTA course**"] at: [info@daissy.eap.gr](mailto:info@daissy.eap.gr)

We welcome you to DELTA Course!

